

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) will take place by electronic means by Joining Zoom Video Conferencing and in-person as provided under Act 267 of the Public Acts of 1976 as amended, or commonly referred to as the Open Meetings Act (OMA). This is subject to change based on further guidance.

The public is welcome to continue to participate electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means. To assist we ask those participating to please follow the following best practices:



1. Turn off cellular/mobile devices and minimize distractions.
2. Only RCKC hosts/co-hosts will have the ability to mute and always unmute, in order to more efficiently conduct the meeting and avoid background noise.
3. As you participate in the meeting, your microphone will be placed on "mute". Please see Public Comment Guidelines below for additional information.
4. Public comments in-person should be provided at the podium in order to ensure proper audio.

### Public Comment Guidelines

During "Public Comment" participants will have the opportunity to address the Board at the beginning of the meeting and at the end of the meeting for *non-agenda items*. The members of the public in attendance at the Board meeting shall be given the opportunity to address the Board on any *agenda item* only after being recognized by the Chair or acting Chair after a motion has been made and duly seconded, and prior to Board discussion on the item. All comments, statements or questions will be directed to the Board. Once the Board begins its discussion on the motion there will be no further public comment unless specifically requested by the Board.

Public comments, statements, or questions shall be **limited to not more than three (3) minutes** for each person addressing the Board. Minutes will not be allowed to be donated to others to increase time limitations. While all comments, statements and questions will be received by the Board it will be at the discretion of the Board or Board Members to respond at that time or to refer to staff for response at a later time or to the Road Commission's files. The Board appreciates receiving any written documents, photos, drawings, etc. as part of the citizen(s) presentation during the opportunity for public comment. These may also be sent by email [info@kalamazooountyroads.com](mailto:info@kalamazooountyroads.com) or regular mail in advance or in lieu of an in-person presentation and will be shared with all Board Members and included in the official record.

To provide public comment by Zoom.

- a. **Raise Hand:** Use the "Raise Hand" feature  in Zoom
- b. **Raise Hand:** Use \*9 for telephone audio
- c. **Mute:** Use the "Mute/Unmute" feature in participants 
- d. **Mute:** Use \*6 to toggle mute/unmute for telephone audio
- e. The "chat" feature shall only be used to address any technical issues for public participation. A RCKC Moderator will be available to assist with platform usage questions.

**The RCKC platform are intended to promote a friendly, and informative experience for participants. Therefore, content and comments containing any of the following are not allowed and participants will be immediately BLOCKED.**

- Profane language or content.
- Personal attack on individuals or specific groups or organization.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other form of discrimination, in the sole discretion of the Road Commission.
- Sexual content or links to sexual content.
- Conduct or encouragement of illegal, harmful, or offensive activity.
- Content that violates a legal ownership interest of any other party.
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of this forum, in the sole discretion of the Board.



**BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO  
MEETING AGENDA  
JANUARY 14, 2025 – 3:00 P.M.**

Please take notice that a meeting of the Board of County Road Commissioners of the County of Kalamazoo (Board) will take place in person for the above stated date and time at the Office Building of the Road Commission located at 4400 S 26<sup>th</sup> Street, Kalamazoo, Michigan. Members of the public body may participate by in-person or electronic means. Members of the public body may participate by electronic means by Joining Zoom Video Conferencing Board Meeting by internet at <https://zoom.us/j/94008458512> Meeting ID: 940 0845 8512 or by telephone at +1-646-558-8656 Meeting ID: 940 0845 8512 for the purpose of considering the following items:

**Call to Order**

**Pledge of Allegiance**

**The goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.**

**Approval of Agenda**

**Approval of Minutes** **December 31, 2024 Board Meeting**

**Approval of Payroll and Vendor Accounts**

**Approval of Expense Reports** **Commissioners Stehouwer, Boersma**

**Public Comment on Non-agenda Items**

**New Business:**

- A. Request Approval of the 2025 Committee/Township Representation for Board Members**
- B. Request Approval of the Brady Township Local Road Contract**
  - a. YZ Avenue – 32nd Street to 34th Street; *Hot Mix Asphalt (HMA) Wedging, Double Chip Seal***
  - b. 34th Street – W Avenue to V Avenue; *Double Chip Seal***
  - c. 31st Street – YZ Avenue to X Avenue; *Crack Fill, HMA Wedging, Chip Seal***
  - d. 26th Street – TU Avenue to T Avenue; *Crack Fill, Chip Seal (Contingency Project)***

**Public Comment on Non-agenda Items**

**Managing Director’s Time**

**Commissioner’s Time and Committee Reports:**

- Davis –
- Thompson –
- Dickason –
- Stehouwer
- Pawloski

**Adjourn**

Meetings of the Board of County Road Commissioners of the County of Kalamazoo are held in accordance with the Open Meetings Act (Act 67 of 1976, as amended) and are also open to the public without regard to race, color, national origin, sex, or handicap. If special aid or assistance is required to attend a Board meeting, please submit a request at minimum of 72 (seventy-two) hours in advance of the meeting by mail, telephone, or





email to: Road Commission of Kalamazoo County 4400 S 26<sup>th</sup> Street Kalamazoo, MI 49048 Telephone: (269) 381-3171 or Email: [info@kalamazoocountyroads.com](mailto:info@kalamazoocountyroads.com) Website: [www.kalamazoocountyroads.com](http://www.kalamazoocountyroads.com).





**To:** Board of County Road Commissioners of the County of Kalamazoo

**From:** Travis D. Bartholomew, Managing Director

**CC:** RCKC Team

**Date:** January 14, 2025

**Re:** Board Weekly Report

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**New Business:**

**A. Request Approval of the 2025 Committee/Township Representation for Board Members**

The committee/township representation for 2025 may be considered for changes as preferred; Committee dates/times were verified and will be calendared with appointments accordingly.

***We recommend the Board approve the 2025 committee and township representation for 2025.***

**B. Request Approval of the Brady Township Local Road Contract**

**a. YZ Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street; *Hot Mix Asphalt (HMA) Wedging, Double Chip Seal***

**b. 34<sup>th</sup> Street – W Avenue to V Avenue; *Double Chip Seal Trial***

**c. 31<sup>st</sup> Street – YZ Avenue to X Avenue; *Crack Fill, HMA Wedging, Chip Seal***

**d. 26<sup>th</sup> Street – TU Avenue to T Avenue; *Crack Fill, Chip Seal (Contingency Project)***

We appreciate this as the first local road contract of the year. We thank Brady Township for this effort! This will allow us to also proceed with any preparation as time and weather permit ahead of construction season. ***We recommend the Board approve the Brady Township Local Road Contract for the Chair's signature.***

The regular meeting of the Board of County Road Commissioners of the County of Kalamazoo was held at the Road Commission of Kalamazoo County (RCKC) office at 4400 S 26<sup>th</sup> Street, Kalamazoo, Michigan, on Tuesday, December 31, 2024. Commissioner Brennan called the meeting to order at 3:00 p.m.

Present: Thom Brennan, Larry Stehouwer, Michael Boersma,  
Absent: David C. Pawloski, Keshia Dickason

Also attending: Managing Director Travis Bartholomew, Public Relations Director Mark Worden, Human Resources (HR) Director Debbie Hill, Assistant County Engineer Jim Hoekstra, General Superintendent Bill DeYoung, Assistant General Superintendent Rusty McClain, Communications Administrator Sarah Phillips, and Administrative Assistant Selena Rider.

Administrative Assistant Rider reviewed public meeting guidelines.

Pledge of Allegiance

Commissioner Brennan shared the goal of the Board of County Road Commissioners of the County of Kalamazoo is using our expertise, energy, and funds to provide the safest and most convenient road system possible, and to contribute to economic development and high quality of life throughout the county. Our goal is to maintain a county road system that is safe and convenient for public travel and to manage the roadside environment, with a view toward preservation.

Commissioner Boersma moved, and it was seconded to approve the agenda as presented.  
Carried by the following vote:  
Aye: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the December 17, 2024 Board Meeting minutes as corrected. Commissioner Stehouwer suggested changing the word “severe” to “serious” in Commissioner Brennan’s comments on page three (3) in the second paragraph, third sentence to say “Furthermore, we need to have serious consideration of how we divide the townships.  
Carried by the following vote:  
Aye: Brennan, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the payroll and vendor accounts as presented.  
Carried by the following vote:  
Aye: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve Commissioner Brennan and Pawloski’s expense reports as presented.  
Carried by the following vote:  
Aye: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the Third-Party In-Kind Contributions Notifications and Assurances FY2025 Unified Planning Work Program Kalamazoo Urbanized Area for Federal Highway Administration Consolidated Planning Dollar Funds Agreement for Kalamazoo Area Transportation Study (KATS). Managing Director Bartholomew shared the RCKC currently has a membership due for KATS of \$1,500 and \$22,000 of contributed services for match. This third-party contribution agreement is for FY 2025 (October 1, 2025 – September 30, 2026). The City of Kalamazoo, City of Portage and RCKC are the highest contributors of the match and Van Buren CRC, City of Kalamazoo, City of Portage and RCKC provide the highest membership dues. We have not had issues meeting the contributed services hours for the match. We have shared with a change in the entities voting

structure and increased representation such as Oshtemo Township, additional in-kind services should also be increased for those entities. Currently the KATS Finance Committee has not made this adjustment.

Carried by the following vote:

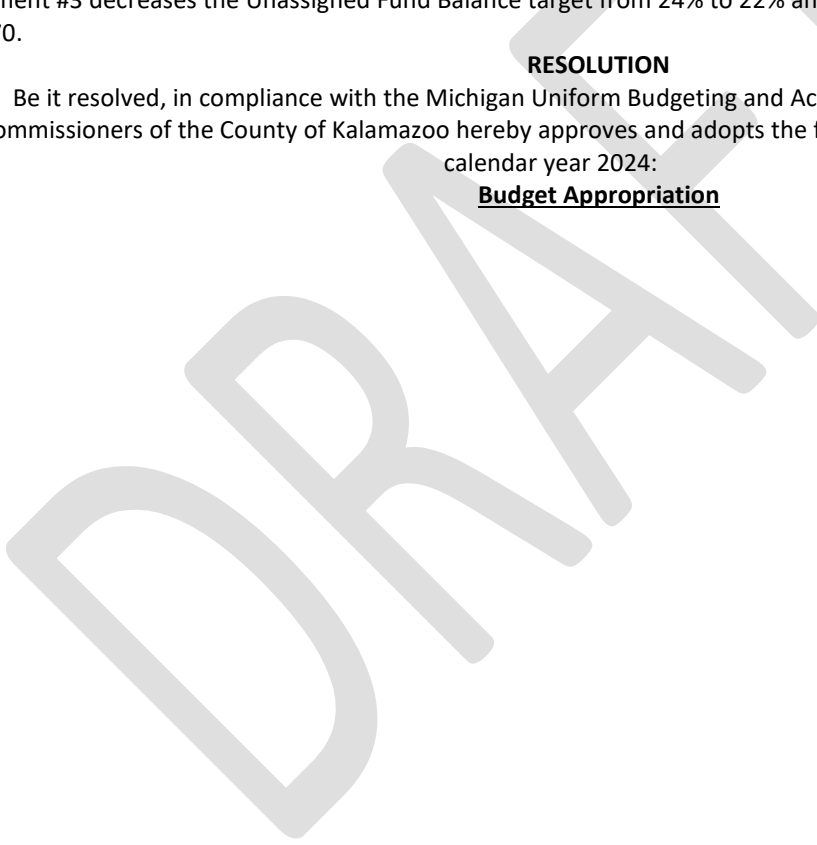
Aye: Brennan, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve and adopt the Amended Budget #3 for the calendar year 2024, as presented. Managing Director Bartholomew shared the RCKC Finance team has carefully reviewed each line item of our 2024 budget and amended amounts conservatively based on current and historical trends. Project expenditures, purchase orders, invoices, and other outstanding items were reviewed to best determine year-end balances. This is our 3rd budget amendment for 2024. The Board approved and adopted the 2024 Budget Resolution Amendment #1 on June 18, 2024 and Budget Resolution Amendment #2 on November 5, 2024. The proposed 2024 Budget Amendment #3 column reflects our best estimate of year-end financial results. Revenues decreased \$820,912 (2%) to reflect year-to-date activity and expected income through the end of the year. Expenditures decreased \$445,342 (1%) to reflect year-to-date activity and expected expenses through the end of the year. Our 2024 fund balance goal was to target the Unassigned amount to be 20% to 25% of MTF Revenue, as noted in our Organizational Goals. This goal takes into consideration the assignment of the annual bond payment. Budget Amendment #3 decreases the Unassigned Fund Balance target from 24% to 22% and decreases the Balance by \$675,570.

**RESOLUTION**

Be it resolved, in compliance with the Michigan Uniform Budgeting and Accounting Act, the Board of County Road Commissioners of the County of Kalamazoo hereby approves and adopts the following amended budget for the calendar year 2024:

**Budget Appropriation**



	2024 Budget Amendment 2	Change	2024 Budget Amendment 3
<b><u>Revenue</u></b>			
Michigan Transportation Funds			
Primary Road Fund	20,985,795		
Local Road Fund	6,627,093		
<b>Total Michigan Transportation Funds</b>	<b>27,612,888</b>	<b>(274,304)</b>	<b>27,338,584</b>
Federal, State and Enhancement	4,263,161	22,614	4,285,775
PA 49 Federal Aid Buyout Program	1,504,000	227,058	1,731,058
Township Projects	6,518,266	(1,196,852)	5,321,414
Township Special Assessments	92,662	1,111	93,773
Cities and Other Governmental	165,000	326,674	491,674
Interest	1,266,000	(24,888)	1,241,112
Bond Proceeds (Recognized)	0	(0)	0
Other	3,766,000	97,675	3,863,675
<b>Total Operating Revenue</b>	<b>45,187,977</b>	<b>(820,912)</b>	<b>44,367,065</b>
<b><u>Expenditures</u></b>			
Construction/Capacity Improvements	0	0	0
Preservation/Structural Improvements	17,299,172	(735,548)	16,563,624
Preventive Maintenance	10,346,652	(1,344,281)	9,002,371
Routine Maintenance	8,808,763	1,425,696	10,234,459
<b>Total Road Expenditures</b>	<b>36,454,587</b>	<b>(654,133)</b>	<b>35,800,454</b>
Equipment	4,733,844	385,239	5,119,083
Less Equipment Rental	(3,255,000)	(185,659)	(3,440,659)
<b>Net Equipment Expense</b>	<b>1,478,844</b>	<b>199,580</b>	<b>1,678,424</b>
Administration	2,280,266	(7,387)	2,272,879
Work Performed for Others	166,000	399,817	565,817
Distributive Under/(Over) Allocated	0	(0)	(0)
Capital Outlay	5,277,432	(287,121)	4,990,311
Debt Service	3,316,318	7,876	3,324,194
Subtract Provision for Depreciation	(2,830,000)	(103,973)	(2,933,973)
<b>Total Expenditures</b>	<b>46,143,447</b>	<b>(445,342)</b>	<b>45,698,105</b>
<b><u>Fund Balance</u></b>			
Beginning Fund Balance	12,435,113	0	12,435,113
Change in Fund Balance	(955,470)	(375,570)	(1,331,040)
<b>Total Fund Balance</b>	<b>11,479,642</b>	<b>(375,570)</b>	<b>11,104,072</b>
Nonspendable (Inventory/Prepays)	1,500,000	300,000	1,800,000
Assigned (RCKC Designated)	3,300,000	0	3,300,000
Restricted (Facility Construction)	0	0	0
<b>Unassigned Fund Balance</b>	<b>6,679,642</b>	<b>(675,570)</b>	<b>6,004,072</b>
<i>Unassigned Fund Balance as a % of MTF Revenue</i>	24%		22%



Carried by the following vote:  
Aye: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to authorize the transfer of up to thirty (30) percent of the Primary Road Michigan Transportation Fund revenue, as needed to balance the Local Road Fund deficit at year

end. Managing Director Bartholomew shared annually we are required to submit, to MDOT, a financial report that accurately reflects the Revenues and Expenditures of all road work and funds by systems, and conforms to the requirements of Act 51, Public Acts (PA) of 1951, as amended. We refer to this as our annual [PA 51 Financial Report](#). This report reflects our fiscal year activity by Primary Road Fund, Local Road Fund and County Road Commission Fund. This page of the report is titled the Statement of Changes in Fund Balances. The Local Road Fund typically ends the year in a deficit position, with expenses greater than revenues. PA 51 Section 12 defines how counties and county road commissions may spend Michigan Transportation Fund (MTF) money. We are allowed to transfer up to thirty (30) percent of our Primary Road -MTF Revenue to our Local Road Fund to cover this deficit. The majority of funds received from MTF is allocated to the primary road network. Many factors throughout a year may impact the amount of transfer including routine maintenance items such as snow plowing or storm damage. A negative fund balance is not permitted in any fund.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma

Commissioner Boersma moved, and it was seconded to approve the 2024 Resolution to accept recently constructed roads into the public road system and the 2024 Public Act (PA) 51 Mileage Certification and Countywide Maps for the Chair's signature. Managing Director Bartholomew shared in accordance with PA 51 of 1951, as amended, the Board of County Road Commissioners (Board) are required to submit a report of roadway mileage to the State Transportation Department/State Highway Commissioner annually. The total primary road mileage did not change for a total of 445.95 and the local road mileage increased by 0.32 miles for a total of 825.07. Our total mileage is 1271.02. You can find our [interactive certification book](#) on our website as well.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma

Commissioner Stehouwer moved, and it was seconded to approve the Proclamation Honoring Road Commissioner Michael Boersma. Managing Director Bartholomew shared Commissioner Boersma has served on the Board since March 2019. He has diligently served as a liaison for Cooper, Kalamazoo, and Wakarusa Townships, fostering strong relationships. He has been instrumental in achieving significant milestones for the RCKC, including his valuable contributions to the steering committee for the new \$65 million complex in Comstock Township; and throughout his tenure, Mr. Boersma has consistently advocated for transportation improvements, particularly in the realm of bicycle infrastructure. On behalf of the public and the RCKC Team we thank you for your service and dedication to improving transportation infrastructure in Kalamazoo County. Mr. Tim Culer representing speaker-elect Matt Hall presented Commissioner Boersma with the proclamation.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma

Managing Director Bartholomew shared that mild weather over Christmas allowed staff to enjoy the holidays. He stated winter weather is expected for New Year's and our team will be available if needed. He mentioned our year-end processes are being finalized for 2024 and planning for a busy 2025 construction season is underway. He provided an update on the Neighborhood Traffic Management Policy. He shared our team met with the Green Meadow neighborhood subcommittee on December 20<sup>th</sup>. Our next step is to work on building a plan and to have a public meeting with the neighborhood to discuss options and how it can be funded. He shared Casper Street neighborhood in Comstock Township is also at that same level. Furthermore, there is a meeting scheduled to take place here at the Road Commission on January 3<sup>rd</sup>. Our team will meet with the subcommittee to discuss the enforcement that has been done and if it has resolved any of the issues, if not, what the next steps will be. He shared from the entire Road Commission team a farewell to Commissioners Brennan and Boersma. He stated thank you for your extraordinary leadership, your dedication to the Road Commission, and your confidence in the team to fulfill our mission to provide the safest and most convenient road system possible. We wish you both the very best. [A Year In Review](#) video was shared which highlighted winter maintenance, storm clean-up, chip seal/fog seal, rubber chip seal trials, road projects, outreach opportunities, press conferences, touch-a-truck, road tours, company events, saying goodbye to our Kilgore Road home and after two (2) years hello to our new open on 26<sup>th</sup> Street, and two (2) open houses. He thanked Communications Administrator Phillips for putting together the video and mentioned it will



also be shared at the next Township Supervisors meeting which will be hosted here at the Road Commission next month.

Commissioner Boersma thanked former Commissioner Deborah Buchholtz, and current Commissioners Pawloski, Stehouwer, Dickason, and Brennan. He stated it was a huge undertaking to start the position of a Road Commissioner in March as opposed to January. Commissioners Pawloski, Stehouwer, and former Commissioner Buchholtz made that transition manageable. He thanked Managing Director Bartholomew, former Managing Director Joanna I. Johnson, former Finance Director Ann Simmons, Assistant General Superintendent McClain, Assistant County Engineer Hoekstra, and Road Maintenance Superintendent Joe Peck for the time they spent together on the Steering Committee. He also thanked individuals at Fishbeck and Walbridge who made the process of building this new facility manageable. He expressed gratitude for his 6-year tenure, thanking staff, and community partners. He highlighted achievements including work on non-motorized transportation, the new facility project, and the Safe Streets for All (SS4A) users grant. He praised improved relations with the Westwood Neighborhood Association and expressed regret about unresolved Michigan Transportation Fund (MTF) issues. He acknowledged the challenges of the role and the support received from colleagues and staff in navigating complex decisions. He concluded by expressing pride in the Road Commission's accomplishments and stating he would miss working with everyone.

Commissioner Stehouwer expressed gratitude for serving another year at the Road Commission. He sincerely thanked Commissioners Brennan and Boersma for their work. They served diligently and given their time and dedicated effort. He has tremendous respect for them both and it is bittersweet today to see that phase come to an end. We have good hopes and are thankful for a good team. He appreciates the teamwork within the Road Commission, including commissioners, and all staff members. He looked forward to working with new commissioners and helping them become oriented and functional members of our Board and our team here at the Road Commission. He concluded by wishing everyone a Happy New Year.

Commissioner Brennan reflected on his six-year tenure with gratitude, describing it as an invaluable learning experience. He extended his appreciation to Commissioner Boersma for stepping up to serve on the Steering Committee and thanked County Administrator Kevin Catlin for enhancing the Road Commissioner appointment process. He also praised the Road Commission team for their outstanding contributions and highlighted the new building project, emphasizing its long-term benefits and cost-saving design. He commended the inclusive decision-making process that engaged all levels of the organization. As he concluded, he encouraged the incoming board members to prioritize the needs of the townships and expressed his best wishes for their success.

Commissioner Boersma moved, and it was seconded to adjourn.

Carried by the following vote:

Aye: Brennan, Stehouwer, Boersma

The meeting was adjourned at 3:44 p.m.

Attest: Meredith Place, County Clerk

By: \_\_\_\_\_, Chair \_\_\_\_\_, Deputy Clerk



**Summary Report of Cash Receipts and Disbursements  
For the January 14, 2025 Board Meeting**

**Current Activity**

Available funds from previous report	<b>6,036,959.13</b>
Receipts and interest for the current period	2,294,990.74
Payroll disbursements to be approved today	(201,054.69)
Payables disbursements to be approved today	(203,858.23)
Available funds as of January 14, 2025	<b><u>7,927,036.95</u></b>

**Summary Disbursements**

	<u>From</u>	<u>To</u>	
Payroll - pay period ending January 8, 2025			
Checks	86870	86875	61,864.48
Void Checks			0.00
Direct Deposit	21416	21472	139,190.21
Total Payroll to be approved today			<b><u>201,054.69</u></b>
Payables			
Vendor Checks	110478	110502	39,344.74
Voided Checks			0.00
Vendor Electronic Funds Transfer	302451	302480	161,212.87
Health Reimbursement Checks	216695	216711	3,300.62
Total Payables to be approved today			<b><u>203,858.23</u></b>

**Available Funds**

Checking with Interest Account	4,647,064.81
Michigan CLASS Investments	3,279,972.14
Total Funds Available	<b><u>7,927,036.95</u></b>

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Kim Bodnar  
Finance Director

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Travis Bartholomew  
Managing Director

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David C. Pawloski  
Board Chair

## Road Commission of Kalamazoo County

### TRAVEL EXPENSE VOUCHER

Date Submitted 12/30/2024  
 PERIOD COVERING

Larry Stehouwer Commissioner From 10/1/2024 TO 12/31/2024  
 Name of Commissioner Title

ACCOUNT NO. 515 861.010

2024 IRS Rate - \$ 0.67/mile

DAY OF MONTH	DESCRIPTION	PRIVATE AUTOMOBILE		COUNTY OWNED AUTOMOBILE		HOTEL OR ROOM	MEALS	OTHER EXPENSES	DAILY TOTAL
		MILES	AMOUNT	GAS/OIL	OTHER				
10/7	Comstock Twn Bd	18	12.06						12.06
10/11	Kal Co Park Comm	12	8.0400						8.040000
11/4	SW Council cra	9	6.03						6.03
11/7	Kal Co Park Comm	7	4.69						4.69
11/7	MTA reception	7	4.69						4.69
11/11	Pavilion Twn Bd	41	27.4700						27.470000
			0						0
12/2	Comstock Twn Bd	19	12.73						12.73
12/12	Kal Co Park Comm	13	8.71						8.71
12/12	Mtg with Comm Palowski	10	6.7						6.7
			0						0
			0						0
			0						0
			0						0
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			0						0
			0						0
			0						0
			0						0
			0						0
			0						0
Total Amount of Voucher									91.12

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business; that the amounts are correct; and that they represent proper charges against the Road Commission of Kalamazoo County.

Date 12/30/2024

Signed \_\_\_\_\_

Approved \_\_\_\_\_

**Submit**

Road Commission of Kalamazoo County

TRAVEL EXPENSE VOUCHER

Date Submitted 12/31/2024

PERIOD COVERING

Michael Boersma Commissioner From 10/01/2024 TO 12/31/2024

Name of Commissioner Title

ACCOUNT NO. 515 861.010

2024 IRS Rate - \$ 0.67/mile

Table with columns: DAY OF MONTH, DESCRIPTION, PRIVATE AUTOMOBILE (MILES, AMOUNT), COUNTY OWNED AUTOMOBILE (GAS/OIL, OTHER), HOTEL OR ROOM, MEALS, OTHER EXPENSES, DAILY TOTAL. Includes rows for dates 10/9 through 12/20 and handwritten entries for 11/20.

Total Amount of Voucher 0029.59

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business... Signed [Signature] Date 12/31/2024

\$ 140.98 MB KH

Submit



## 2025 RCKC BOARD TOWNSHIP LIAISON

The Road Commission of Kalamazoo County (RCKC) assigns the following Road Commissioners as liaisons to the 15 Kalamazoo County townships to assist and facilitate communication promoting cooperation and mutual understanding for the benefit of our shared interests and citizens. Road Commissioners will work through multiple and varied means as necessary to support RCKC staff in developing and maintaining a close and collaborative working relationship between the RCKC and their respective townships. Township officials and citizens are encouraged to first contact the RCKC directly with their requests for service, questions, and concerns before reaching out to their respective liaisons.

### **David C. Pawloski**

Brady  
Kalamazoo  
Texas

### **Larry Stehouwer**

Comstock  
Oshtemo  
Pavilion

### **Keshia Dickason**

Prairie Ronde  
Schoolcraft  
Wakeshma

### **Randy Thompson**

Climax  
Cooper  
Ross

### **Andy Davis**

Alamo  
Charleston  
Richland



## 2025 RCKC BOARD COMMITTEE REPRESENTATION

### **Kalamazoo County Board of Commissioners – (2025 Chair David C. Pawloski and Alternate Vice Chair Larry Stehouwer)**

The Kalamazoo County Board of Commissioners is the legislative policy making branch of the Kalamazoo County Government. The Board is responsible to the Citizens for Development and administration of policies and the annual budget. The Board has eleven members who are elected to office for a term of two years from districts selected according to population. They are assisted by a number of citizen advisory boards and commissions. A road commission board member attends Kalamazoo Board of Commissioners' meetings as necessary and annually to present the Road Commission of Kalamazoo County (RCKC) Annual Report.

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### **Kalamazoo County Parks and Recreation Commission (Parks Commission) – Commissioner TBD; Alternate Commissioner TBD**

The Parks Commission reviews all matters dealing with Kalamazoo County Government Parks. Appointments are made for three-year terms of office or by position. The Parks Commission typically meets the **first Thursday of each month at 3:00 p.m.** at the Kalamazoo County Expo Center in Room C, 2900 Lake Street.

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### **Kalamazoo County Environmental Health Advisory Council (EHAC) – Commissioner TBD; Alternate Commissioner TBD**

The EHAC serves as an informed advocacy body and sounding board for matters of policy that affect the lives of citizens regarding environmental health services. In addition, it advises the County Board of Commissioners on environmental matters. Appointments are made for three-year terms of office or by position. The EHAC typically meets **the second Wednesday of February, April, June, August, October, and December at 9:00 a.m.** at 311 E. Alcott, Conference Room 361, 3rd Floor.

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### **Kalamazoo County Board of Public Works (BPW) – Commissioner TBD; Alternate Commissioner TBD**

The BPW deals with public infrastructure financing and development. Appointments are made for three-year terms of office. The BPW meets typically meets on a Thursday, **four (4) times per year at 9:00 a.m.** in Room 207A of the County Administration Building.

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*Road Commissioners serve on the above committees as required formal voting members of legally established entities. Road Commissioners may also be assigned by the Board Chair to attend or represent the RCKC at other meetings as the need arises on an ad hoc or longer-term basis which will be reflected in the RCKC Board minutes upon such appointments.*

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## **2025 RCKC BOARD TOWNSHIP LIAISON**

The Road Commission of Kalamazoo County (RCKC) assigns the following Road Commissioners as liaisons to the 15 Kalamazoo County townships to assist and facilitate communication promoting cooperation and mutual understanding for the benefit of our shared interests and citizens. Road Commissioners will work through multiple and varied means as necessary to support RCKC staff in developing and maintaining a close and collaborative working relationship between the RCKC and their respective townships. Township officials and citizens are encouraged to first contact the RCKC directly with their requests for service, questions, and concerns before reaching out to their respective liaisons.

**David C. Pawloski**

**Larry Stehouwer**

**Keshia Dickason**

**Randy Thompson**

**Andy Davis**



## 2025 RCKC BOARD COMMITTEE REPRESENTATION

### **Kalamazoo County Board of Commissioners – (2025 Chair David C. Pawloski and Alternate Vice Chair Larry Stehouwer)**

The Kalamazoo County Board of Commissioners is the legislative policy making branch of the Kalamazoo County Government. The Board is responsible to the Citizens for Development and administration of policies and the annual budget. The Board has eleven members who are elected to office for a term of two years from districts selected according to population. They are assisted by a number of citizen advisory boards and commissions. A road commission board member attends Kalamazoo Board of Commissioners' meetings as necessary and annually to present the Road Commission of Kalamazoo County (RCKC) Annual Report.

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### **Kalamazoo County Parks and Recreation Commission (Parks Commission) – Commissioner TBD; Alternate Commissioner TBD**

The Parks Commission reviews all matters dealing with Kalamazoo County Government Parks. Appointments are made for three-year terms of office or by position. The Parks Commission typically meets the **first Thursday of each month at 3:00 p.m.** at the Kalamazoo County Expo Center in Room C, 2900 Lake Street.

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### **Kalamazoo County Environmental Health Advisory Council (EHAC) – Commissioner TBD; Alternate Commissioner TBD**

The EHAC serves as an informed advocacy body and sounding board for matters of policy that affect the lives of citizens regarding environmental health services. In addition, it advises the County Board of Commissioner on environmental matters. Appointments are made for three-year terms of office or by position. The EHAC typically meets **the second Wednesday of February, April, June, August, October, and December at 9:00 a.m.** at 311 E. Alcott, Conference Room 361, 3rd Floor.

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### **Kalamazoo County Board of Public Works (BPW) – Commissioner TBD; Alternate Commissioner TBD**

The BPW deals with public infrastructure financing and development. Appointments are made for three-year terms of office. The BPW meets typically meets on a Thursday, **four (4) times per year at 9:00 a.m.** in Room 207A of the County Administration Building.

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*Road Commissioners serve on the above committees as required formal voting members of legally established entities. Road Commissioners may also be assigned by the Board Chair to attend or represent the RCKC at other meetings as the need arises on an ad hoc or longer-term basis which will be reflected in the RCKC Board minutes upon such appointments.*

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## 2024 RCKC BOARD TOWNSHIP LIAISON

The Road Commission of Kalamazoo County (RCKC) assigns the following Road Commissioners as liaisons to the 15 Kalamazoo County townships to assist and facilitate communication promoting cooperation and mutual understanding for the benefit of our shared interests and citizens. Road Commissioners will work through multiple and varied means as necessary to support RCKC staff in developing and maintaining a close and collaborative working relationship between the RCKC and their respective townships. Township officials and citizens are encouraged to first contact the RCKC directly with their requests for service, questions, and concerns before reaching out to their respective liaisons.

### **Thom Brennan**

Alamo  
Oshtemo  
Richland

### **David Pawloski**

Prairie Ronde  
Schoolcraft  
Texas

### **Larry Stehouwer**

Comstock  
Pavilion  
Ross

### **Michael Boersma**

Cooper  
Kalamazoo  
Wakeshma

### **Keshia Dickason**

Brady  
Climax  
Charleston



## 2024 RCKC BOARD COMMITTEE REPRESENTATION

### **Kalamazoo County Board of Commissioners – (2024 Chair Brennan and Alternate Vice Chair Pawloski)**

The Kalamazoo County Board of Commissioners is the legislative policy making branch of the Kalamazoo County Government. The Board is responsible to the Citizens for Development and administration of policies and the annual budget. The Board has eleven members who are elected to office for a term of two years from districts selected according to population. They are assisted by a number of citizen advisory boards and commissions. A road commission board member attends Kalamazoo Board of Commissioners' meetings as necessary and annually to present the Road Commission of Kalamazoo County (RCKC) Annual Report.

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### **Kalamazoo County Parks and Recreation Commission (Parks Commission) – Commissioner Stehouwer; Alternate Commissioner Dickason**

The Parks Commission reviews all matters dealing with Kalamazoo County Government Parks. Appointments are made for three-year terms of office or by position. The Parks Commission typically meets the **first Thursday of each month at 3:00 p.m.** at the Kalamazoo County Center Building Room C, 2900 Lake Street.

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### **Kalamazoo County Environmental Health Advisory Council (EHAC) – Commissioner Boersma; Alternate Commissioner Dickason**

The EHAC serves as an informed advocacy body and sounding board for matters of policy that affect the lives of citizens regarding environmental health services. In addition, it advises the County Board of Commissioner on environmental matters. Appointments are made for three-year terms of office or by position. The EHAC typically meets **the second Wednesday of January, April, July and October at 9:00 a.m.** in the ground floor Conference Room D, Main Wing, Nazareth complex.

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### **Kalamazoo County Board of Public Works (BPW) – Commissioner Dickason; Alternate Commissioner Pawloski**

The BPW deals with public infrastructure financing and development. Appointments are made for three-year terms of office. The BPW meets typically meets **the first Friday after the first Tuesday of each month at 1:30 p.m.** in Room 207A of the County Administration Building.

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*Road Commissioners serve on the above committees as required formal voting members of legally established entities. Road Commissioners may also be assigned by the Board Chair to attend or represent the RCKC at other meetings as the need arises on an ad hoc or longer-term basis which will be reflected in the RCKC Board minutes upon such appointments.*

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### LOCAL ROAD CONTRACT

THIS CONTRACT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Board of County Road Commissioners of the County of Kalamazoo, hereinafter referred to as the "RCKC" and the Township of Brady, Kalamazoo County, Michigan, hereinafter referred to as the "Township" for the purpose of fixing the rights and obligations of the parties and agreeing to the design/construction engineering and/or construction of certain improvements and contingency projects on county roads within the Township, hereinafter referred to as "Project"

WITNESSETH: WHEREAS, Section 20 of Act 51 of the Public Acts of 1951, as amended, authorizes Township Boards to appropriate general fund monies and to pay the same into the county road fund of the county for the maintenance and/or improvement of county roads within the Township, pursuant to an agreement between the Township and the RCKC; and

WHEREAS, it is mutually agreed between the RCKC and the Township that certain improvements are necessary on the county road system within the Township.

NOW, THEREFORE, IN CONSIDERATION of the promises and mutual undertakings of the parties in conformity with the applicable state laws, it is agreed:

- 1. The RCKC and Township agree that the scope of the work to be performed for the Project(s) identified is based on cost estimates and contingent upon how unexpected field issues are addressed. The RCKC, shall administer the Local Road Contract. The RCKC shall oversee design/construction engineering and/or construct or cause to be constructed the following road improvements and contingency project(s) which will begin only if there are remaining funds in the Total Township Share. Contingency project(s) not completed in the current year will be carried over to the following year with the remaining costs included in the following year's Local Road Contract. Uncompleted contingency project costs will be billed the following year as the remaining work is completed.

YZ Avenue – 32nd Street to 34th Street; HMA Wedging, Double Chip Seal

Project Estimate: \$130,124 Work Order # \_\_\_\_\_ (to be assigned)

34th Street – W Avenue to V Avenue; Double Chip Seal Trial

Project Estimate: \$164,153 Work Order # \_\_\_\_\_ (to be assigned)

31st Street – YZ Avenue to X Avenue; Crack Fill, HMA Wedging, Chip Seal

Project Estimate: \$77,971 Work Order # \_\_\_\_\_ (to be assigned)

**CONTINGENCY PROJECT(S):**

26th Street – TU Avenue to T Avenue; Crack Fill, Chip Seal

Project Estimate: \$0 Work Order # \_\_\_\_\_ (to be assigned)

2. The detailed estimate(s) of the cost of the Project(s) is attached hereto and incorporated herein.
3. The terms and provisions of the RCKC policies, including those provided in the annual RCKC local road information packet, are deemed to be a part of and included in this Local Road Contract as though fully set forth herein.
4. The RCKC shall provide progress billing and shall make available the accounting to the Township in accordance with the following schedule of the LOCAL ROAD CONTRACT:

Total Estimated Project Cost(s)	<b>\$372,248.00</b>
<i>Total Estimated Billable Project Cost(s)</i>	<b>\$289,006.00</b>
RCKC Participation Funds (to extent available)	<b>\$131,107.08</b>
<i>Total Township Share</i>	<b>\$157,898.92</b>

5. General Provisions:
  - A. This Local Road Contract contains all the terms and conditions of the contractual relationship between the parties relating to the Project(s), and no amendments or additions to this Local Road Contract shall be binding unless they are in writing and signed by both parties. This Local Road Contract, including all attachments, supersedes all prior oral and written and all contemporaneous oral negotiations, commitments, and understandings of the parties.
  - B. This Local Road Contract shall be binding on the parties, their legal representatives, successors, and assigns.
  - C. The headings of this Local Road Contract are for convenience only and in no way define, limit, or describe the scope or intent of this Local Road Contract or any of its sections, nor do they in any way affect this Local Road Contract.
  - D. Any notice required or permitted to be given under this Local Road Contract shall be sufficient if it is in writing and if it is sent by email, or registered mail or certified mail, and return receipt requested to the **Township of Brady** mailing address.
  - E. This Local Road Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.
  - F. The invalidity of all or any part of any sections, subsections, or paragraphs of this Local Road Contract shall not invalidate the remainder of this Local Road Contract or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs shall substantially defeat the intents and purposes of the parties.
6. This Local Road Contract shall become binding on the parties hereto and be of full force and effect upon the signing thereof by the duly authorized officials of the Township and of the RCKC.
7. The Township will be notified and agrees to authorize the Board to proceed with the award of the bids to the lowest responsive and responsible bidder unless advised in writing (by the appropriate township official by no later than the day before the Board meeting) that due to the cost of the project(s) with overhead, the cost exceeds the Local Road Contract and therefore the Township requests not to make the award to the bidder.
8. The maximum cost to the Township for the Project(s)/Contingency Project(s) listed on this Local Road Contract will be equal to the *Total Township Share* listed above. Any costs over the Total Township Share will be carried over to the following year's Local Road Contract.
9. The estimated Project(s) cost shall include all labor, materials, equipment, and contractor costs anticipated to be incurred in the project(s) by the Board. These items shall, in turn, include all indirect and administrative costs chargeable to the Project(s).
10. The parties hereto agree that, when and where applicable, they will comply with Executive Order 11246, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (all of the foregoing as amended) and the applicable portions of the Michigan Elliott-Larsen Civil Rights Act and Michigan Persons with Disabilities Civil Rights Act, as well as any implementing rules and regulations. Specifically, contractors and sub-contractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment because of such person's race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, or protected veteran status. Breach of this provision may be regarded as a material breach of the contract or purchasing agreement and handled accordingly. Further, any violation of this provision may be separately addressed in accordance with the foregoing laws.

11. The Board shall upon reasonable notification make available in their office to representatives of the Township all records concerning the project(s) for review.

IN WITNESS WHEREOF, the parties hereto have caused this Local Road Contract to be executed on the day and year first above written.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF KALAMAZOO

TOWNSHIP OF BRADY

By \_\_\_\_\_  
Chair

By Randy Smith  
Township Official

Date \_\_\_\_\_

Date JAN 9, 2025



Estimate Date: 12/30/24 Estimator: J. Schmitt Estimate Type: Final

Municipality: Brady Township

Location: YZ Avenue - 32nd Street to 34th Street

Project Description: HMA Wedging, Double Chip Seal

Project Length: 1.25 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		132.00	Station	\$65.00	\$8,580	No charge
Shoulder, Gravel, 23A		170.00	Ton	\$14.00	\$2,380	No charge
Shoulder, Gravel, Placement		32.00	Station	\$35.00	\$1,120	No charge
Pavement Marking		6,600.00	Ft	\$0.12	\$792	No charge
					<b>Estimated Nonbillable Cost</b>	<b>\$12,872</b>
					<b>Cost Recovery - Nonbillable (8.68%)</b>	<b>\$1,117</b>
					<b>Total Estimated Nonbillable Cost</b>	<b>\$13,989</b>

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
HMA, 36A Mod, Wedging		500.00	Ton	\$99.00	\$49,500	
Vacuum Sweeping		4.00	Hour	\$185.00	\$740	
RCKC Equipment		30,800.00	Syd	\$0.38	\$11,704	
RCKC Labor/Fringe		30,800.00	Syd	\$0.28	\$8,624	
Contractor Equipment/Labor		8,067.00	Gal	\$0.24	\$1,936	
Fine Aggregate, CS2	22 Lbs / Syd	339.00	Ton	\$49.23	\$16,689	
Emulsion, CRS-2M	0.50 Gal / Syd	8,067.00	Gal	\$2.19	\$17,667	
					<b>Estimated Billable Cost</b>	<b>\$106,860</b>
					<b>Cost Recovery - Billable (8.68%)</b>	<b>\$9,275</b>
					<b>Total Estimated Billable Cost</b>	<b>\$116,135</b>

<b>Total Estimated Project Cost</b>	<b>\$130,124</b>
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Road Commission of Kalamazoo County  
 4400 South 28th Street  
 Kalamazoo, MI 49048  
 www.kalamazoocountyroads.com

2024 Project Estimate  
 VALID FOR 30 DAYS

Estimate Date: 12/30/24 Estimator: J. Schmitt Estimate Type: Final

Municipality: Brady Township

Location: 34th Street - W Avenue to V Avenue

Project Description: Double Chip Seal Trial

Project Length: 1.00 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		106.00	Station	\$65.00	\$6,890	No charge
Pavement Marking		5,280.00	Ft	\$0.12	\$634	No charge
Tree Pruning & Removal		37.00	Ea	\$500.00	\$18,500	No charge
Ditch Cleanout, 6" or less		26.00	Station	\$275.00	\$7,150	No charge
Culvert, Remove		17.00	Ea	\$515.00	\$8,755	No charge
Culvert, CMP, 12"		17.00	Ft	\$49.00	\$833	No charge
Culvert End Section, CMP, 12"		34.00	Ea	\$210.00	\$7,140	No charge
Guardrail		40.00	Ft	\$65.00	\$2,600	No charge

<i>Estimated Nonbillable Cost</i>	<b>\$52,502</b>
<i>Cost Recovery - Nonbillable (8.68%)</i>	<b>\$4,557</b>
<i>Total Estimated Nonbillable Cost</i>	<b>\$57,059</b>

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Ruberized Chip Seal		25,814.00		\$3.76	\$97,061	
Vacuum Sweeping		8.00	Hour	\$185.00	\$1,480	

<i>Estimated Billable Cost</i>	<b>\$98,541</b>
<i>Cost Recovery - Billable (8.68%)</i>	<b>\$8,553</b>
<i>Total Estimated Billable Cost</i>	<b>\$107,094</b>

<i>Total Estimated Project Cost</i>	<b>\$164,153</b>
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Estimate Date: 12/30/24 Estimator: J. Schmitt Estimate Type: Final

Municipality: Brady Township

Location: 31st Street - YZ Avenue to X Avenue

Project Description: Crack Fill, HMA Wedging, Chip Seal

Project Length: 1.50 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		158.00	Station	\$65.00	\$10,270	No charge
Pavement Marking		7,920.00	Ft	\$0.12	\$950	No charge
<i>Estimated Nonbillable Cost</i>					<b>\$11,220</b>	
<i>Cost Recovery - Nonbillable (8.68%)</i>					<b>\$974</b>	
<i>Total Estimated Nonbillable Cost</i>					<b>\$12,194</b>	

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	5,250.00	Lbs	\$1.29	\$6,773	
HMA, 36A Mod, Wedging		200.00	Ton	\$99.00	\$19,800	
RCKC Equipment		18,480.00	Syd	\$0.38	\$7,022	
RCKC Labor/Fringe		18,480.00	Syd	\$0.28	\$5,174	
Contractor Equipment/Labor		4,840.00	Gal	\$0.24	\$1,162	
Fine Aggregate, CS2	22 Lbs / Syd	203.00	Ton	\$49.23	\$9,994	
Emulsion, CRS-2M	0.50 Gal / Syd	4,840.00	Gal	\$2.19	\$10,600	
<i>Estimated Billable Cost</i>					<b>\$60,524</b>	
<i>Cost Recovery - Billable (8.68%)</i>					<b>\$5,253</b>	
<i>Total Estimated Billable Cost</i>					<b>\$65,777</b>	

<i>Total Estimated Project Cost</i>	<b>\$77,971</b>
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Estimate Date: 12/30/24 Estimator: J. Schmitt Estimate Type: Final

Municipality: Brady Township

Location: 26th Street - TU Avenue to T Avenue

Project Description: Crack Fill, Chip Seal

Project Length: 0.50 Miles

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
High Shoulder, Remove		53.00	Station	\$65.00	\$3,445	No charge
Pavement Marking		2,640.00	Ft	\$0.12	\$317	No charge
<i>Estimated Nonbillable Cost</i>					<b>\$3,762</b>	
<i>Cost Recovery - Nonbillable (8.68%)</i>					<b>\$327</b>	
<i>Total Estimated Nonbillable Cost</i>					<b>\$4,089</b>	

Description of charge	Application Rate	Estimated Quantities	Units of Measure	Estimated Unit Cost	Estimated Item Cost	Notes
Crack Fill	Heavy	1,750.00	Lbs	\$1.29	\$2,258	
RCKC Equipment		6,453.00	Syd	\$0.38	\$2,452	
RCKC Labor/Fringe		6,453.00	Syd	\$0.28	\$1,807	
Contractor Equipment/Labor		1,686.50	Gal	\$0.24	\$405	
Fine Aggregate, CS2	22 Lbs / Syd	71.00	Ton	\$49.23	\$3,495	
Emulsion, CRS-2M	0.50 Gal / Syd	1,686.50	Gal	\$2.19	\$3,693	
<i>Estimated Billable Cost</i>					<b>\$14,110</b>	
<i>Cost Recovery - Billable (8.68%)</i>					<b>\$1,225</b>	
<i>Total Estimated Billable Cost</i>					<b>\$15,335</b>	

<b>Total Estimated Project Cost</b>	<b>\$19,424</b>
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